

.

Minimum Qualification Specifications
for the Class:

TELECOMMUNICATIONS PLANNER

Basic Education/Experience Requirement:

Possession of a bachelor's degree from an accredited college or university which included at least three (3) semester hours of statistics covering the areas of probabilities, sampling techniques, standard deviations and distribution curves.

Excess work experience as described below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while fulfilling a prescribed college curriculum leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write reports, read and interpret complex written material and solve complex problems as well as demonstrated knowledge of statistical concepts of probabilities, sampling techniques, standard deviation and distribution curves.

Experience Requirement:

Three and one-half (3-1/2) years of progressively responsible work experience as described below:

General Experience: One (1) year of professional or other responsible work which involved gathering, evaluating and analyzing facts and other pertinent information to resolve problems and/or to determine and recommend appropriate courses of action. The experience must have demonstrated the ability to elicit information orally as well as in writing, apply problem solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives for action, and prepare clear and concise written reports and recommendations.

Specialized Experience: Two and one-half (2-1/2) years of responsible work experience in planning for telecommunications services which included providing advisory services in

determining communications needs and planning for the systems and services required to meet those needs.

Such experience must have demonstrated a working knowledge of basic communication principles, techniques and practices and specialized analytical techniques for collecting and evaluating communications traffic patterns and loads.

Qualifying telecommunications planning experience includes but is not limited to performing one or more of the following on a continuing assignment basis: advising users of the type of telecommunications services available and the relative advantages, limitations and costs of alternative methods of meeting their needs; developing plans and methods for improving services or meeting new requirements and for justifying the resources required to provide adequate services; or preparing or reviewing program plans for the development, expansion or modification of communications services.

Non-qualifying telecommunications planning experience includes clerical or administrative experience in computing charges for communications services or maintaining various communications records, experience in the installation and maintenance of telecommunications equipment, communications equipment operator's experience, or other work which does not require knowledge of basic communications principles, techniques and practices and of the interrelated functional components and operational procedures of a communication system.

Substitutions Allowed:

Substitution of Education for Experience:

1. A master's degree in the field of electrical or electronic engineering from an accredited college or university may be substituted for one year of the required specialized experience.
2. A Ph.D. degree in the field of electrical or electronic engineering from an accredited college or university may be substituted for two years of the required specialized experience.
3. Excess Specialized Experience may be substituted for General Experience on a year-for-year basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, classes permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results

of the medical examination, and requires the approval of the
Director.

- - - - -

This is the first minimum qualification specification for
the new class TELECOMMUNICATIONS PLANNER.

DATE APPROVED: 10/12/83

JAMES H. TAKUSHI
Director of Personnel Services